

National Testing Service - Pakistan



Pre-Qualification Document

Provision of Courier Service

April 20, 2017

1-E, Street # 46, Sector I-8/2, Islamabad

Tel: 051- 9101108 (Ext. 876)

Email: procurement@nts.org.pk

SIGNATURE/Stamp of Bidder: _____

Dated _____

Outline:

- i. The DD Procurement, National Testing Service - Pakistan herein after called the “client” intends to invite applications for Pre-Qualification from reputed, well established courier service providers which are active Tax Payers.
- ii. The successful applicants (pre-qualified) will be eligible to submit the tenders/ bids for provision of courier services. Following three categories (A, B1, B2) are defined for which rates would be enquired separately in the tender document:

A. Regular Official Dispatch (National Level only)

Pickup and Delivery of official dispatch of NTS Head office in Islamabad as well as branch offices in Karachi, Lahore, Peshawar, Quetta and Abbottabad

- Within City (Urgent/Overnight, Normal (3 to 4 days))
- City to City (Urgent/Overnight, Normal (3 to 4 days))

B. Test Related Dispatch (National Level only)

B1 - Printing and Delivery of Roll No. Slips and Miscellaneous items

- Within City (with agreed Key Performance Indicators (KPIs))
- City to City (with agreed Key Performance Indicators (KPIs))

B2 - Pickup and Delivery of Result Cards and Miscellaneous items

- Within City (Normal (3 to 4 days))
- City to City (Normal (3 to 4 days))

Note: Based upon technical and financial reasons the final contract may be split among more than one applicants by category. Details regarding each category & relevant performance criteria, established in light of supply chains requirements of NTS, would be announced in the tender document.

- iv. Courier Service may be able to print large quantity of Roll No. Slips (if outsourced to them). However at-least two owned print facilitation centers with minimum printing capacity of 2 Million per day is mandatory. 2D bar coding/QR coding is must for printing of Roll No. Slips.

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- v. Service Provider must ensure confidentiality and secrecy of every assignment
- vi. Service Provider must have arrangements in place for emergency/11th hour delivery as well as possibility of delivery on Public Holidays and Weekend.
- vii. Volume of work required under various delivery modes (i.e. urgent/overnight, same day, normal and agreed Key Performance Indicators (KPIs)) as well as various ranges of weight & volume is different.
- viii. All undelivered mail would be returned to NTS within agreed period in a manner specified by NTS.
- ix. Contract would remain valid for one year, but may be renewed with mutual consent subject to persistent compliance with the performance criteria set forth in the contract.
- x. A Quality Assurance Committee of NTS would monitor the contract throughout the period of its validity. In case a courier service provider is disqualified at later stages during contract administration, NTS would have right to offer the same contract to the second highest scorer during the tender.

Note: Based upon the performance comparison during first quarter (> 10% variation in performance score within two categories), Quality Assurance Committee may decide to hand over the contract to any party which was originally shortlisted for another category.

Application Procedure

Please download the two MS Excel files (i.e. "Company Information" and "Evaluation Criteria") available with this prequalification document on our website (www.nts.org.pk) in "News Feed Corner". Fill the files as instructed (without making any changes in prescribed format). **Forward the hard copies of the filled form (with company stamp) along with required annexures through courier service on following address:**

Manager Procurement
National Testing Service - Pakistan
NTS, 1-E, Street # 46, Sector I-8/2, Islamabad
Ph: 051- 910108 (Ext. 876)

The applications completed in all respect should be enclosed in an official printed envelope and properly sealed. Along the top left hand corner above the address as aforesaid bear the wording "**Pre-Qualification for the Provision of Courier Service**".

All Annexures must be provided as directed in MS Excel file named "Company Information". In case the applicant wishes to include any additional information, it must

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be arranged under separate annexures. A list of all additional annexures must be separately attached with the application. NTS officials would however not be bound to consider any additional annexures. If an applicant considers that some additional information is relevant to the evaluation criteria specified by NTS, he may specify it clearly in the bid or email later within 4 days of receipt of their application. Applicants are yet to mention such facts as separate annexure containing additional information. Decision of the Pre-qualification committee regarding whether to consider such additional information would be final.

Evaluation Criteria:

Please view the MS Excel file (i.e. "Evaluation Criteria") available with this prequalification document on our website (www.nts.org.pk) in "News Feed Corner". The file contains Evaluation and Marking Criteria for all categories. Fill the categories you for which have applied in this file and forward the hard copies (with company stamp) along with the application.

Application Deadline

Deadline for applications is May 19, 2017 till 11:00 AM. All applications would be opened publically on the same day at 2:00 PM.

Acceptance of Application

The client will notify the successful applicants (pre-qualified) in writing that application has been accepted. Govt. Taxes will be applicable on all goods.

Clarification Methodology & Limitations

1. Any query/grievance from any of NTS official (verbal/written) would not be a legal obligation for NTS except a written query on procurement@nts.org.pk
2. Applicants are requested to strictly avoid direct contact with user or stakeholder departments and committee members to protect themselves against any misinterpretation of pre-qualification document. Any clarification/advice (verbal/written) by any unauthorized source would not be a binding on NTS.
3. Any changes in the conditions of the pre-qualification, evaluation criteria or the format of technical or financial bids would be communicated to all applicants on equal

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basis or else would not be considered valid.

4. Any criticism/comments regarding other applicants, unless accompanied by a proof, would not be entertained. In extreme cases, if considered appropriate it may be treated as an attempt to influence the procurement process thereby may lead to disqualification of the concerned company.

5. Direct contact with user or stakeholder departments and committee members or any attempt to influence the procurement process by any company which arises as a result of above mentioned interaction can lead to a legal action such as disqualification and/or blacklisting against concerned company.

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